

**ENGINEERING AND RELATED SERVICES
SEPTEMBER 24, 2010**

**STATE PROJECT NO. 750-99-0165
DOTD/CPRA LEVEE DISTRICT OVERSIGHT PLANNING STUDY
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of contract execution.** One Prime-Consultant/Sub-Consultant(s) will be selected for this Contract.

Project Manager – Mr. Larry Ardoin

All inquiries concerning this advertisement should be sent in writing to Debbie. Guest@LA.gov.

PROJECT DESCRIPTION

The Department of Transportation and Development, Office of Public Works, Water Resources and Intermodal Transportation is required to provide engineering and technical assistance services to local and state entities for the development of surface water resources. In an effort to streamline the Department and make DOTD a more efficient organization, the functions of this office have been reorganized into a Water Resources Division under the Office of the Chief Engineer, and an Intermodal Division under the Office of Planning and Programming. This Water Resource Division has the statewide responsibility to provide for the effective administration and implementation of public works for flood control, dam safety, and water management programs and projects related to controlling, developing, conserving and protecting Louisiana's water resources.

The Coastal Protection and Restoration Authority's Office of Coastal Protection and Restoration is responsible for the oversight of coastal restoration and hurricane protection projects and programs. This includes the responsibility for oversight of the state's coastal levee boards.

The Department of Natural Resources' Office of Conservation has primary statutory responsibility for regulation and conservation of oil, gas, lignite, and other natural resources including ground water resources.

The Consultant selected for this planning effort will research and identify the statutory requirements of these state offices to evaluate any regulatory overlap or ambiguities.

Specifically, for the execution of the planning study, the Consultant will A.) identify the statutory requirements of the Department of Transportation and Development (DOTD) Water Resources Division including the functions and statutory duties for levee district oversight; identify the flood protection statutory requirements the Coastal Protection and Restoration Authority's Office of Coastal Protection and Restoration; and identify the statutory requirements the Ground Water Resources Section of the Department of Natural Resources (DNR); B.) determine the most effective state organization, and necessary resources to provide for the responsibilities, functions and statutory duties for levee district oversight by the state and administer engineering services currently required of the DOTD Water Resources Division; C.) study the impact of expanding the geographic jurisdiction of the Coastal Protection and Restoration Authority to include any levee district that is not in the coastal area and under its current jurisdiction or authority; D.) prepare a report and recommended actions to the DOTD Secretary, the Chairman of the CPRA, and the DNR Secretary and E.) present the results of such study at a public hearing of the Senate and House Committees on Transportation, Highways, and Public Works.

This planning study will specifically address the House Concurrent Resolution No. 171 Regular Session of the 2010 State Legislative Session:

To study the impact of expanding the territorial jurisdiction of the Coastal Protection and Restoration Authority to include any levee district that is not in the coastal area and under its current jurisdiction or authority.

House Concurrent Resolution No. 171 can be found at the following link:

<http://www.legis.louisiana.gov/billdata/streamdocument.asp?did=720693>

Steering Committee - the Consultant will work closely with a project steering committee. The steering committee will consist of staff from DOTD and OCPR led by the DOTD project manager, Mr. Larry Ardoin. The committee members from OCPR will be Jerome Zeringue, or his designee, and John Monzon. The DOTD members will be Larry Ardoin and Bo Bolourchi, or his designee. The committee will meet regularly with the Consultant and provide levee district contact information, as well as existing organization structures and file records as requested by the Consultant, and planning study scope of work.

SCOPE OF SERVICES

The services to be rendered for this Project shall consist of the following:

Task 1

Identify all statutory authority of the DOTD and engineering services provided to the state's levee boards, drainage districts, lake commissions and other local entities. Identify the authority of the CPRA pertaining to the hurricane flood protections and oversight of levee districts and flood control. Identify levee districts, drainage districts, lake commissions, entities that DOTD office of public works has responsibility to provide

services for and identify the levee districts within the CPRA oversight. Also identify any maintenance and operational responsibilities that the DOTD has regarding non-transportation infrastructure such as dams, floodgates, etc. and the legal basis for these responsibilities (i.e., statutes, cooperative endeavor agreements, memorandums of understanding, etc.).

Provide and describe the statutory responsibilities and an understanding of the functions provided by the DOTD & CPRA for flood protection, water resources, and oversight responsibilities and services provided to the state's levee districts.

Task 2

Visit the DOTD district offices that perform water resources functions, and the levee districts identified by the DOTD project manager that receive engineering services from DOTD. Site visits shall be made to meet with 5-6 north Louisiana levee districts and 2-3 south Louisiana levee districts.

Identify state staff resources and limitations for the services provided by the DOTD and the CPRA Office of Coastal Protection and Restoration.

Task 3

The Consultant will conduct two meetings with levee district stakeholders (e.g., state and local elected officials, levee board members, corps of engineers, etc.). One meeting will be conducted in north Louisiana; the other will be conducted in Baton Rouge. The purpose of these meetings is to solicit the views of the stakeholders regarding the state organization structure and service provided under the various scenarios outlined in Task 4.

Task 4

Evaluate the state organization structure and identify the most effective and efficient office or division to provide the statutory functions and services. This task will include offering recommendations for the 3 or more scenarios:

Scenario A – DOTD retains current water resources responsibilities including levee district oversight.

The Consultant will evaluate the staffing needs and current staffing available for the DOTD HQ and Districts. Offer recommendations for organizational restructuring to best provide these functions such as staff centralization in HQ and/or utilizing district staff. The Consultant will also clarify any responsibility ambiguities between the DOTD and OCPD; as well as any responsibility ambiguities between the DOTD and DNR.

Scenario B - Transfer all DOTD public works and water resource functions to OCPD and DNR

The Consultant will evaluate and offer recommendations for which functions should be transferred OCPD and which transferred to DNR. This scenario will include recommendations regarding how to efficiently integrate transferred functions into the organizational structure of OCPD and DNR. And clarify any functional ambiguities between OCPD and DNR responsibilities. Under this scenario, the Consultant will also need to include recommendations for the transfer of operations and maintenance responsibilities for non-transportation infrastructure to other state agencies, to local governments, to lake commissions, or to other entities.

Scenario C - Transfer only the levee district oversight and support functions to OCPD and complete the transfer of the DOTD water well inspection program to DNR. This scenario will include recommendations regarding the DOTD organization structure for the remaining public works and water resource functions. The Consultant will make recommendations regarding how to efficiently integrate the levee district oversight responsibilities and engineering functions for the north Louisiana levee districts into the OCPD organizational structure.

Scenario D – The Consultant may recommend alternative structure if a worthy scenario becomes apparent during the course of the study.

DELIVERABLES

The Consultant will present the results of the study to the steering committee.

The Consultant will present a draft report including recommendations for each of the listed scenarios to the Secretary of DOTD, the Chairman of CPRA, and the Secretary of DNR; no later than Feb.15, 2011.

A final report will be presented to the DOTD and CPRA no later than Feb. 28, 2011. The Consultant will prepare a presentation of the study recommendations to be offered jointly with the DOTD Secretary, the Chairman of the CPRA, and the Secretary of DNR at a public hearing of the Senate and House Committees on Transportation, Highways, and Public Works meeting jointly, or independently, prior to the convening of the 2011 Regular Session of the Legislature.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program; in order to provide a mechanism by which all contracted services can be subject to a systematic and consistent review. Consultants must ensure quality and adhere to established design policies, procedures, standards, and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant.

CONTRACT TIME

The Consultant shall proceed with the services specified herein after the execution of this Contract and upon written Notice-To-Proceed from the DOTD. The overall contract time to complete this project is estimated to be **168 calendar days**. The delivery schedule for all project deliverables shall be established by the Project Manager.

COMPENSATION

Compensation for the required services rendered in connection with this Contract will be based on negotiated work-hours using DOTD established billable rates for the actual time spent on the project, with a maximum limitation of ~~\$75,000~~ 200,000.

All travel related expenses will be compensated under direct expenses, and will be in accordance with Louisiana Office of State Travel regulations found at: <http://www.doa.louisiana.gov/osp/travel/travelpolicy.htm> Vehicle rental rates will require prior approval from the DOTD Project Manager.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

1. AASHTO Standards, ASTM Standards or DOTD Test Procedures
2. DOTD Location and Survey Manual
3. DOTD Roadway Design Procedures and Details
4. DOTD Hydraulics Manual
5. DOTD Standard Specifications for Roads and Bridges
6. Manual of Uniform Traffic Control Devices
7. DOTD Traffic Signal Design Manual
8. National Environmental Policy Act (NEPA)
9. National Electric Safety Code
10. National Electric Code (NFPA 70)
11. DOTD Environmental Impact Procedures (Vols. I-III)
12. Policy on Geometric Design of Highways and Streets
13. Construction Contract Administration Manual
14. Materials Sampling Manual
15. DOTD Bridge Design Manual
16. Consultant Contract Services Manual
17. Geotechnical Engineering Services Document
18. Bridge Inspectors Reference Manual
19. DOTD Stage 1 Manual of Standard Practice
20. Code of Federal Regulations 29 CFR 1926 (OSHA)

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met by the Prime-Consultant at the time of submittal:

1. At least one of the Principals of the firm shall be professionally competent in planning of organizational structures
2. At least one Principal or other responsible member of the firm shall have had a minimum of five years of professional experience in planning of organizational structures.
4. In addition to the above requirements, the Prime-Consultant shall also employ on a full-time basis, or through the use of a Sub-Consultant, one registered professional civil engineer with a minimum of five years of experience in the management of projects related to controlling, developing, conserving or protecting Louisiana's water resources.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6; **
5. Consultant's current work load with DOTD, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4;*

* All respondents will receive a 4 in this category

** The Planning and Feasibility Studies (PL) performance rating will be used for this project. All respondents will receive a 4 in this category.

Complexity Level (moderate)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. The rating will then be multiplied by the corresponding weighting factor. The firm's rating in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie L. Guest – Ex officio
2. Larry Ardoin – Project Manager
3. Gerrie Penn
4. Ann Wills
5. John Rasi
6. Vince Russo

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution of the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;
- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. The Prime-Consultant may require the Sub-Consultant(s) to carry professional liability insurance. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant/Team will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant/Team will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant/Team will maintain an approved Project Cost System, and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant/Team will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant’s SF 24-102 must be firmly bound to the Consultant’s SF 24-102. In Section 9, the Consultant’s SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **750-99-0165**, and will be submitted **prior to 3:00 p.m. CST on Monday, October 11, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Consultant Contracts Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1889

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted, and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD, and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.